

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: [April 11, 2016](#)

Closing Date: [April 19, 2016](#)

ADMINISTRATIVE SPECIALIST II (Pay Grade 8)

Victim's Compensation Assistance Program (VCAP)

Located in New Castle County at 900 King Street, Suite 4, Wilmington, DE

Job Responsibilities and Duties:

This Administrative Specialist II provides secretarial support to the Director of the Victims' Compensation Assistance Program ("VCAP"), in addition to the Investigators and Fiscal Support Services Administrator of VCAP. This Administrative Specialist will have primary responsibility for the creation of payment vouchers and processing of claims payments in the First State Financial System. This Administrative Specialist will also serve as back up to the administrative duties of the Administrative Specialist III position when needed. These backup responsibilities would include answering the phones and inputting applications into the customized VCAP database.

Minimum Qualifications:

- Work experience in bookkeeping, processing claims payments, preparing payments vouchers and working in the FSF accounting systems.
- Work experience in customer service including phones, serving the public in a walk-in environment and being knowledgeable of state resources which could be available for information and referrals.
- Must be detail-oriented, well-organized, and proficient in Microsoft Word.
- Must be proficient and accurate in data entry.
- Must have the ability to interact professionally with members of the public.
- Must maintain a productive working relationship with other VCAP team members.
- Helpful if experienced with State of Delaware accounting procedures.

Internal applicants: Please send an updated Resume or summary of work experience to the Director of Human Resources.

External applicants: Please submit a Resume and State Application to the Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, or E-mail to DOJHR@state.de.us, or Fax to 302-577-5866. EOE.